



Educational Topic

Executive Manager

Related Job Titles:

Director, administrator, deputy, chief

Job Description:

Executive managers are the top leaders of a business or organization. At NASA, an executive manager is the leader of a NASA center or a program office who sets the center or program goals and makes an action plan to lead activities, research, programs and missions. Most work long hours and are required to travel often to other NASA centers and conferences. They may speak or appear at public events.

Interests / Abilities:

- Are you confident?
- Are you good at making decisions?
- Do you have a lot of energy?
- Are you good at leading and persuading people?
- Do you express yourself clearly when speaking?
- Do you work well under pressure?
- Do you work at your goals until you succeed?
- Are you good at solving conflicts in a positive way?

Suggested School Subjects / Courses:

- Science
- **Engineering**
- Management
- Public speaking

Education / Training Needed:

The minimum education required for this position is a **bachelor's degree** from an accredited **college** or **university**. The qualifications sought in an executive manager include leadership skills in leading change, leading people, producing results, managing resources, communicating and building cooperation with others. Most managers begin as a scientist or **engineer** and are promoted to a management position because of their leadership skills and their broad understanding of science.

Areas of expertise:

- *Center direction:* lead one of NASA's twelve centers.
- *Program office direction:* leads a large program such as **Space Science**.

Additional Resources:

- [OPM Senior Executive Service](http://www.opm.gov/ses/qualify.html) (describes the leadership skills necessary for all U.S. government positions in the Senior Executive Service)
<http://www.opm.gov/ses/qualify.html>
- [Career Opportunities in Aerospace Technology](http://www.jsc.nasa.gov/ah/jscjobs/career/page1.htm)
<http://www.jsc.nasa.gov/ah/jscjobs/career/page1.htm>
- [NASA Quest](http://quest.nasa.gov)
<http://quest.nasa.gov>
- [American Management Association](http://www.americanmanagement.org),
1601 Broadway, New York, NY 10019-7420
- [National Management Association](http://www.nationalmanagement.org)
2210 Arbor Blvd., Dayton, OH 45439
- [Student Educational Employment Programs](http://nasajobs.nasa.gov/stud_opps/employment/index.htm)
http://nasajobs.nasa.gov/stud_opps/employment/index.htm
- [NASA Jobs](http://nasajobs.nasa.gov/)
<http://nasajobs.nasa.gov/>
- [NASA Summer High School Apprenticeship Research Program \(SHARP\)](http://www.mtsibase.com/sharp/)
<http://www.mtsibase.com/sharp/>

What can I do right now?

- Join a leadership club or camp.
- Participate in student government or leadership of a club.
- Visit [Astro-Venture](http://astroventure.arc.nasa.gov) regularly to participate in chats and activities.
<http://astroventure.arc.nasa.gov>
- Call the American Association of Science and Technology Centers for information on science museums in your area that you might visit.
(202) 783-7200
- Participate in science fair projects.
- Research science, **engineering** and computer occupations to decide what area you would like to work in.

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- Please take a moment to evaluate this product at:
 - http://ehb2.gsfc.nasa.gov/edcats/educational_topic
 - Your evaluation and suggestions are vital to continually improving NASA educational materials.
 - Thank you.
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<http://quest.nasa.gov/people/index.html>

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